



January 17, 2020

Division Memorandum  
No. ~~023~~ s. 2020

**APPLICATION FOR TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER  
FOR SCHOOL YEAR 2020-2021**

TO: Assistant Schools Division Superintendent  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District In-Charge  
Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
All Others Concerned

1. The field is hereby informed that this office is now accepting application for transfer of elementary and secondary teachers from one school to another for SY 2020-2021 based on DepEd Order No. 22, s. 2013.
2. Transferees are advised to submit the following documents direct to the different district offices not later than March 20, 2020:
  - a. Accomplished template for transfer (Enclosure 1);
  - b. Updated Service Record;
  - c. Barangay Certification certifying that the applicant is a resident of the barangay (RA 8190, Localization Law);
  - d. Marriage Certificate if the teacher is joining his wife/her husband (RA 4670, Magna Carta for Public School Teachers);
  - e. Birth Certificate if the teacher is a nursing mother up to two years old only of the baby (PO 603, Child and Youth Welfare Code);
  - f. Medical Certificate / Medical Records if the teacher is in poor health condition.
3. Old applicants who are not yet transferred shall also submit the required documents.
4. Districts and Schools are strongly advised to see to it that all personnel are oriented on DepEd Order No. 22, s. 2013, "Revised Guidelines on the Transfer of Teachers from One Station to Another" before submitting the pertinent documents.
5. The Planning Officer, Ms. Ucille P. Galvez is requested to provide the Office of the Schools Division Superintendent an updated list of schools with Teacher/s – needs as basis for the deployment.
6. Deadline of submission for SY 2020-2021 from the District to the Division is March 31, 2020. The Districts shall also submit copy of the required documents to the Division Office observing proper labelling and tabbing.
7. Attached is the template for the consolidation of the list of teachers applying for transfer.
8. Widest dissemination of this Memorandum is desired.

**JOSITA B. CARMEN CESO V**  
Schools Division Superintendent



References: Deped Order No. 22,s. 2013

To be indicated in the Perpetual Index  
under the following subjects

TRANSFER

TEACHERS

SERVICE RECORD

